

## ***CURRICULUM VITAE***

***NAME:*** HEBATALLAH FAROUK MOHAMED MEBAREZ

***ADDRESS:*** 62 Atlas Buildings, 8th District, Nasr City,  
Cairo – Egypt

***PHONE*** 202-0101143307

***E-MAIL ADDRESS*** hebafarouk110@yahoo.com,  
hebafarouk110@gmail.com

***DATE OF BIRTH*** March 2, 1972

***PLACE OF BIRTH*** Cairo

***MARITAL STATUS*** Married

### **PROFESSIONAL EXPERIENCE:**

#### **FAST TRANSLATION OFFICE**

(A private sector translation office specialized in all sorts of translation)

(3/2009-until present)

#### **Managing Partner & Translation Administrator**

French/ English/ Arabic

Translation, editing, proofreading, technical writing review

- Financial, and, banking documents and certificates
- Legal documents, contracts, patents, commercial registration documents and pleadings
- Corporate internal procedures
- IFBs, RFPs, RFQs, RFIs
- Technical documents (Engineering/structural/mechanical/ hydraulic works – Automotive Brochures)
- Information technology related documents
- Tourism related books, catalogues, brochures
- Marketing studies and brochures
- Educational researches for different educators, psychologists
- Doctorate and Master's degree theses
- Medical reports, scientific researches and trials, and pharmaceutical brochures
- Artistic criticism and analysis

## **VENUS TRANSLATION OFFICE**

(A private sector translation office specialized in all sorts of translation and interpretation)

7/2005 – 3/2009)

### **Senior translator: translating from/to: French/ English/ Arabic**

Translation of

- Financial, legal, banking documents and certificates for several well-known companies as well as immigration companies
- PNB Paribas bank's internal procedures, documents from French to English/Arabic.
- Legal documents and pleadings for well-known legal firms from/to English/Arabic
- Educational researches for different educators, psychologists from/to English/Arabic
- Doctorate and Master's degree thesis from/to English/Arabic
- Engineering works- structural- mechanical – hydraulic
- Medical reports and pharmaceutical brochures from/to English/Arabic
- Technical documents from/to English/French/ Arabic
- Information technology related computers (documents – web sites) from/to English/French/ Arabic

## **FACULTY OF EDUCATION – DAMIETTA – AL MANSOURA UNIVERSITY**

10/1996 – 6/2005

**Teaching Assistant of French language – language department**

## **MINISTRY OF INTERNAL TRADE**

10/ 1995- 9/1996

**Translator**


## **EGYPT FREE SHOPS CO.**

9/1993 – 9/ 1995

**Translator/Executive Secretary**


## **EDUCATION**

### **AIN SHAMS UNIVERSITY**

 1994-1995

**Master Degree Courses – Faculty of Al Alsun**

Grade: Very Good

 1990-1993

**B.A. of French literature and translation – Faculty of Al Alsun**

Grade: Very Good

**LYCÉE EL HORREYA DE BAB EL LOUK (French language school)**

Since kindergarten till High school studies

**DIPLÔME DU FRANÇAIS ÉCONOMIQUE**

(A diploma in economic, commercial and marketing education basics)

1988

Grade: good

**SKILLS**

**Computer Skills:** MS Office – SDL Trados

**REFERENCES**

- References available upon request.